



**The 5 Quarters Theatre Company (5QTC) has developed this pack to help all teachers, volunteers, artistic directors, and anyone working with the Company to:**

- Understand the issues of Adults at Risk and Good Practice
- Receive guidance in implementing the policy in their work to demonstrate and adopt good practice in relation to Adults at Risk

## **Good Practice at 5QTC**

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5QTC believes that the safety and welfare of adults at risk and children and young people (see our Child Protection Policy) is of the utmost importance. It is the duty of all our staff & volunteers to protect each child or adult at risk from abuse and to be alert to the possibility of abuse.

Note: In this document reference to 5QTC Theatre Company includes any of its youth drama activities or older person's activities.

The definition of 'child' or 'young person' relates to anyone under the age of 18, and those above the age of 18 but under 25 who are adults at risk for reasons of mental and physical disability.

The definition of an adult at risk is wide, however this may be regarded as anyone over the age of 18 years who may be unable to protect themselves from abuse, harm, or exploitation, which may be by reason of illness, age, mental illness, disability or other types of physical or mental impairment. Those at risk may live alone, be dependent on others (care homes etc.), elderly, or socially isolated. This definition of an Adult covers all people over 18 years of age.

## **5 Quarters Theatre Company**

- Fosters and produces new and experimental theatre, participatory arts, and creative activities
- Is committed to creating a safe environment where adults at risk, children and young people can enjoy rewarding and stimulating experiences
- Recognises that adults at risk, children and young persons should be listened

to and heard, valued, and respected as individuals, respected for their identity and uniqueness, encouraged, and praised, and involved in decisions as appropriate – age, regardless of gender, ethnicity, social class, disability, sexual identity, language, or religious beliefs

- Takes any suspicion, disclosure, or allegation of abuse very seriously, and the company Safeguarding Policy, sets out the supportive, confidential, and professional nature of how suspicion, disclosure or allegations of abuse are dealt with, both internally within the company and with regards to appropriate statutory authorities
- Believes that the value of a Safeguarding Policy lies not merely in its intention but in its practical delivery

It is the responsibility of the Artistic Directors and the Creative Team to monitor effectiveness, develop where necessary the Safeguarding Policy and its Code of Practice. Each member of the company has responsibility for their own compliance. It is therefore important that staff are aware of, and confident in using, 5QTC's code of practice.

**5QTC** aims to implement its Safeguarding Policy through a code of practice that applies to all its areas of action, as follows:

- Adopting child Safeguarding through procedures and a code of conduct for staff and volunteers
- Sharing information about child protection and good practice with adults at risk, children and young persons, parents and carers, teachers, staff, and volunteers
- Sharing information about concerns with agencies who need to know, and involving adults at risk, children, and parents appropriately
- Carefully following the procedures for recruitment and selection of staff and volunteers in line with the company's policies on Disclosure and Barring Service (DBS)
- Providing effective management of staff and volunteers through supervision, support, and training
- Regularly monitoring and reviewing our policy and good practice.

This Policy has been adopted:

Signed

*Katey Cheshire*

Katey Cheshire  
Artistic Director (Designated Person)

Signed

*Tom Cheshire*

Tom Cheshire  
Artistic Director

## 5QTC Adult at Risk Policy

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The Designated Safeguarding Officer for the Company with day-to-day responsibility for ensuring that this policy is put into practice is Artistic Director, Katey Cheshire  
The policy is reviewed annually on rotation with all other policies.

### Definitions

Adults at risk are people over 18, who:

- Need care and support (whether or not the local authority is meeting any of those needs) and unable to protect themselves because of:
  - a mental or learning disability
  - a physical disability
  - age or illness
- An inability to protect him or herself against significant harm or exploitation'. (Definition from 'No Secrets' March 2000 Department of Health & Care Act 2014)
- Is experiencing, or is at risk of, abuse or neglect; and
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect
- It may also include victims of domestic abuse, hate crime and anti-social abuse

People who abuse are:

- Often well known to their victims but can be strangers
- Might be a relative, partner, son or daughter, friend, or neighbour
- Voluntary worker, or a health or social care worker
- Could be another adult at risk or service user
- May not realise they are abusing and can sometimes act out of character and abuse because of the stress of caring

Abuse can take place in a wide range of settings such as:

- The adults at risk's own home
- A carer's home
- A day centre
- A care home
- A hospital
- The workplace
- Educational institutions

## Recognition

The most common types of abuse are:

- **Physical abuse:** this is usually the use of force to cause pain and injury and signs might include:
  - A history of unexplained falls or minor injuries
  - Bruising in well protected areas, or clustered from repeated striking
  - Finger marks
  - Burns of unusual location or type
  - Injuries found at different states of healing
  - Injury shape similar to an object
  - Injuries to head/face/scalp
  - History of GP or agency hopping, or reluctance to seek help
  - Accounts which vary with time or are inconsistent with physical evidence
  - Weight loss due to malnutrition, or rapid weight gain
  - Ulcers, bed sores and being left in wet clothing
  - Drowsiness due to too much medication, or lack of medication causing recurring crises/ hospital admissions
- Also included is misuse of medication or forcing someone, for example, to stay in a care home against their wishes.
- **Neglect:** this is when an adult at risk does not have their basic needs met, such as adequate food or warmth or help with personal hygiene. Signs might include deteriorating health, appearance, or mood.
- **Financial abuse:** this is when an adult at risk is exploited for financial gain.
- Often valuables will go missing in the home or there may be a change in financial circumstances that cannot be explained.
- **Sexual abuse:** this includes:
  - Disclosure or partial disclosure (use of phrases such as 'It's a secret')
  - Medical problems, e.g., Genital infections, pregnancy, difficulty walking
  - Disturbed behaviour e.g., depression, sudden withdrawal from activities,
  - Loss of previous skills, sleeplessness or nightmares, self-injury
  - Showing fear or aggression to one particular person, repeated or excessive masturbation, inappropriately seductive behaviour
  - Loss of appetite or difficulty in keeping food down
  - Behaviour of others towards the adults at risk
  - Circumstances – e.g., two service users found in a toilet area, one in a distressed state
- **Psychological abuse:** this might be emotional abuse such as threats of harm or abandonment, enforced isolation, blaming, or controlling behaviour, or verbal and racial insults. Signs may be fear, confusion, or disturbed sleep.
- **Discriminatory abuse:** this includes any sort of abuse based on an adult at risk's race, gender, or impairment such as their mental or physical health.
- **Institutional abuse:** this is poor professional practice, including neglect, and

can take the form of isolated incidents right through to ill treatment or gross misconduct

### **Action To Be Taken**

- It is responsibility of all staff & volunteers to report abuse
- If the adult at risk is in danger, first ensure they are safe and if immediate help is needed, call the emergency services on 999
- Then follow the detailed reporting procedure set out below
- A worker from Merton Social Services may then arrange an investigation that involves other agencies who work with adults at risk
- Action will then be taken to ensure the adults at risk is protected in the future
- Staff & volunteers who abuse will be dealt with through 5QTC's disciplinary procedures
- Where a criminal offence has been committed the police will always be informed

### **Reporting Procedures For Cases Of Alleged/Suspected Abuse**

- Only ask the person sufficient questions to establish what has happened i.e., accident or possible abuse
- If danger exists, ensure the person and any other adults at risk are protected
- If the person is seriously injured seek immediate medical treatment – ringing 999 for ambulance and police if the injuries are serious
- Immediately report the incident to your line manager and adhere to existing policies e.g., Health and Safety. Your line manager should decide if Social Services or National Care Standards Commission need to be informed, if the victim's relatives need to be contacted, and if the police should be informed
- Outside of office hours, cases of suspected abuse should be reported to the
- Emergency out of hours duty social worker, except mental health cases, which
- Should be reported through the existing duty senior nurse
- Be careful not to destroy or contaminate evidence
- As soon as possible detailed notes should be made. Documentation is vital and if evidence might be required for criminal proceedings at a later date, a medical examination by a GP/hospital doctor or nurse would be advantageous.
- If the suspected abuser is a member of staff, the matter will be dealt with through 5QTC's disciplinary procedure. The police could be involved, and s/he could be suspended pending an investigation

### **Confidentiality**

Our adults at risk have the right to expect that all staff and volunteers will deal sensitively and sympathetically with their situation. It is important that information remains confidential and that only those with a 'need to know' should be privy to it.

## **Use of Images And Data**

5QTC Theatre Company recognises that taking pictures and videos of the achievements and activities of adults at risk is a wonderful way of capturing a memory and promoting successes, but consideration needs to be given to who might have access to those images in whatever media and who gives permission for their use. 5QTC Theatre Company endeavours to safeguard the rights of adults at risk in images by:

- Always seeking written consent from the adults at risk BEFORE taking photographs.
- Always being clear about how the image will be used and for how long
- Being careful when naming an adult at risk and never using the person's full name
- Or the place where he or she lives in conjunction with a photograph.
- Never publishing any images that could be used inappropriately
- Ensuring consent forms and images are stored safely and securely in accordance with the Data Protection Act

## **Use of Social-Media**

5QTC Theatre Company recognises that social media provides opportunities to engage, connect and develop unique relationships with adults at risk in a creative and dynamic medium, where users are active participants, such as social networking sites e.g., Facebook, and other current platforms; micro-blogging services e.g., Twitter; video-sharing services e.g., YouTube; and photo-sharing services e.g., Flickr or Instagram. However, 5QTC Theatre Company also recognises the risks associated with user interactive services.

- 5QTC Theatre Company will:
- Ensure that any 5QTC webpage/profile created specifically for a social media site adheres to this policy's guidelines relating to the privacy of personal information and the use of images
- Monitor the use of such sites, and comments made on the sites, to ensure that they are appropriate and not abusive
- Ensure that there is a dedicated manager of social media responsible for setting up, managing and moderating (overseeing / reviewing /responding to posted content) such sites. 5QTC Theatre Company will ensure that this person is trained in and understands online safeguarding issues, including warning signs of grooming and sexual exploitation and that they have a DBS check; and ensure compliance with 5QTC Theatre Company's policy on social media as detailed in this document.
- Not ask users to divulge any personal details - including home and email addresses, schools, or mobile numbers - that may help locate a child, young person, or adults at risk
- Promote safe and responsible use of social networking to 5QTC Theatre Company audiences online

## **Use of Data**

5QTC Theatre Company recognises that the principles of the Data Protection Act 1998 must be adhered to when handling the personal information of adults at risk. This means that personal information must be obtained and processed fairly and lawfully and kept securely; only disclosed in appropriate circumstances; and not held for longer than necessary.

It is best practice to gain verbal or written consent, from an adult at risk before any personal information relating to them is shared with another organisation. However, you may not need to seek consent to share information if it might be unsafe to seek (e.g., seeking consent might increase the risk to the adults at risk) or causes an unjustified delay or if it would prejudice the prevention, detection or Procedure for documenting suspicions or allegations of abuse.

All adults at risk protection concerns must be recorded accurately and immediately using clear and simple language. Staff must record information as soon as possible and all records must be signed, dated, and timed. Records should an account of factual information and any view or judgement expressed about these facts should be clearly qualified as such. All records should be kept in a secure place (which are locked in a filing cabinet behind a separate door to the main office) and regarded as highly sensitive material. Please refer to the company's Data Protection Policy for details.

## **Safe Recruitment Procedures**

5QTC's recruitment policy stipulates that all staff (paid or voluntary) will have to submit a CV or complete an application form, detailing past work history and references. Individuals are then interviewed, and references requested. Only on receipt of satisfactory references will a formal offer of employment or placement be made.

All staff and volunteers working directly with adults at risk are required to have an enhanced check through the Disclosure Barring Service (DBS) before commencement of work or placement.

Staff members (voluntary or paid) are thus required to fill out a DBS form and produce evidence as to their identity, in accordance with the Disclosure Service. This information is then witnessed by the Designated Person responsible for adults at risk and signed as an acknowledgement of information produced.

Copies of all returned DBS checks and documentation pertaining to any adults at risk issues will be kept confidentially and securely locked within the organisations administration office.

Staff can undergo training and induction whilst waiting for the checks to clear, but cannot undertake any unsupervised face-to-face work until satisfactory checks have been received.

5QTC will ensure that any newly appointed staff bringing their existing DBS certification should be issued within 3 years and following one year's continuous service for 5QTC will undergo a new check via 5QTC's checking routes (see above). All staff should undergo a new DBS enhanced check at a minimum of every three years.

## **Safe Operational Procedures**

5QTC has a comprehensive series of policies and procedures which outline the expected standards of behaviour and codes of conduct for all those employed or volunteering with the company. These policies are presented alongside the contract and signed accordingly as part of their agreement with 5QTC.

It is a condition of employment that they adhere to these policies and procedures. 5QTC maintains a risk assessment and register for all activities undertaken. The company holds Accident and Incident books, First Aid kits and specific data (stored securely) detailing each participant's requirements and any extra support they may need.

Designated Person: Artistic Director, Katey Cheshire  
07781 400 002 (mobile)

Deputy Designated Person: Artistic Director, Tom Cheshire  
07781 402 985 (mobile)

Deputy Designated Person: Artistic Director, Ashley Ellis  
07839 221 092 (mobile)

Emergency Number: 999

Police Station: 01481 222 222 (Guernsey)  
Call 999 if you believe a child or adult is in immediate danger

Social Services: 01481 223 182(duty social worker)

5QTC Office: 07781 400 002

Reviewed February 2022 - T Cheshire (5QTC Artistic Director)

